

REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 10/26/17	<u>Interviewer:</u> SGS	RFA #17 – 64
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> FM Staff (ex)		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male x Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff x Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input checked="" type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
		Converted from [REDACTED]
10/26/17	SGS t/c with [REDACTED]	
11/7/17	SGS & LB meet with [REDACTED]	SGS talk to [REDACTED] about the bias incident form the EO office received from [REDACTED]. [REDACTED] explained the basic structure of the department [REDACTED] worked in, and provided some insight as to [REDACTED] situation. SGS and LB also talked with [REDACTED] regarding some potential strategies for addressing [REDACTED] concerns.
12/13/2017	LB t/c with [REDACTED]	LB explained to [REDACTED] that he and SGS met with [REDACTED], and they plan to conduct an informal resolution. LB also told [REDACTED] that SGS and LB plan to talk to [REDACTED] again later in the week to discuss a plan regarding the informal resolution.

		█████ indicated that he would like an update after the meeting with █████
12/13/17	LB and SGS met with █████	LB and SGS discussed with █████ the plan regarding the informal resolution. The plan includes LB interviewing three staff members from █████ area to better understand █████ concerns.
12/13/17	LB called █████	LB asked █████ if he was okay with SGS and LB using his name, or would he like to remain anonymous. █████ said he needed some time to think about it, and he would call LB when he makes his decision.
12/14/17	█████ called LB	█████ told LB that he was okay with SGS and LB using his name. █████ explained that he thought it was important that the people knew who filled out the bias form. █████ also gave LB some additional names that he thought were important.
1/16/18	LB interviewed █████	█████ told LB that he does not believe other employees treated █████ differently because he is a veteran. █████ explained that some of the people did not respond well to █████ rigid style. In addition, █████ explained that some people were mad that █████ was not an internal hirer, because there were several internal staff members who applied for █████ position and did not get it.
1/16/18	LB interviewed █████	█████ explained that he and █████ got along for the most part. █████ said he was the █████, and other employees would complain about █████ supervision style. They said he was very rigid. Nonetheless, █████ indicated that he does not believe anyone treated █████ differently because of his veteran status.
1/17/18	LB interviewed █████	<p>█████ explained that he was very careful around █████ because █████ quickly broke █████'s trust. █████ said █████ preferred to work with █████ from housing instead of the facilities staff members. █████ also thought █████ was denigrating facilities by constantly making negative comments about the department. █████ said █████ would recommended facilities should contract out, which █████ did not like. █████ did not trust the fact that a new person came in doing that.</p> <p>█████ does not believe █████ was treated differently because he was a veteran. █████ does not recall any staff members saying anything about █████ veteran status.</p> <p>█████ explained that there are other veterans on the crew, and nothing ever came up their Veteran status.</p>

1/29/18	██████ email Hailey	██████ requested an update regarding the informal inquiry.
1/29/18	LB email ██████	LB provided ██████ with an update regarding the informal inquiry.
2/9/18	LB and SGS called ██████	LB and SGS explained to ██████ that they took his concerns seriously and interviewed several individuals. In addition, LB and SGS explained to ██████ that EOO will do some trainings with his former department's leads and supervisors. ██████ thanked LB and SGS for talking to ██████. However, he was not fully satisfied with the outcome. He asked if he could talk further about this in the future, and LB said yes.